

U.S. Department of State
INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3FAH-2)				
1. Post <div style="text-align: center;">Panama</div>	2. Agency <div style="text-align: center;">DHS/ICE</div>	3a. Position Number <div style="text-align: center;">313201 ICE-05</div>		
3b. Subject to Identical Positions? Agencies may show the number of such positions authorized and/or established after the "Yes" block. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
4. Reason For Submission <input type="checkbox"/> a. Redescription of duties: This position replaces <div style="text-align: center;">(Position Number) _____ (Title) _____ (Series) _____ (Grade) _____</div> <input checked="" type="checkbox"/> b. New Position <input type="checkbox"/> c. Other (explain)				
5. Classification Action	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority	Administrative Management Assistant, 105	FSN-8	WON	2.5.16
b. Other				
c. Proposed by Initiating Office				
6. Post Title of Position (<i>if different from official title</i>) Administrative Assistant/Mission Support Specialist		7. Name of Employee		
8. Office/Section DHS-ICE		a. First Subdivision		
b. Second Subdivision		c. Third Subdivision		
9. This is a complete and accurate description of the duties and responsibilities of my position. <div style="text-align: center;">_____ Printed Name of Employee</div> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">_____ Signature of Employee</div> <div style="width: 45%;">_____ Date (mm-dd-yyyy)</div> </div>		10. This is a complete and accurate description of the duties and responsibilities of this position. <div style="text-align: center;">_____ Printed Name of Supervisor</div> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">_____ Signature of Supervisor</div> <div style="width: 45%;">_____ Date (mm-dd-yyyy)</div> </div>		
11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position. <div style="text-align: center;">_____ Printed Name of Chief or Agency Head</div> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">_____ Signature of Chief or Agency Head</div> <div style="width: 45%;">_____ Date (mm-dd-yyyy)</div> </div>		12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards. <div style="text-align: center;">William O. Nix, FRC _____ Printed Name of Admin or Human Resources Officer</div> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">_____ Signature of Admin or Human Resources Officer</div> <div style="width: 45%;">_____ Date (mm-dd-yyyy)</div> </div>		
13. Basic Function of Position Position will be for the DHS-ICE office. In support of the ICE mission in Panama Administrative Assistant/MSS manages, coordinates and performs a variety of administrative, liaison, and investigative services; in addition to providing resource management advice and assistance to the Country Attaché, the HSI Representatives, and other staff members assigned either full-time, part-time or temporary duty basis to the office.				

14. Major Duties and Responsibilities

"Disclaimer: This job description summarizes the core responsibilities assigned to the position; however, it in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency."

1. ADMINISTRATIVE MANAGEMENT (80%)

Funding Management

- Provides administrative guidance to American Officers and FSN staff on appropriate use of post resources, funding, staff facilities and equipment in the development and implementation of the DHS/ICE/HSI country program.
- Administers the DHS/ICE/HSI budgets of over \$500,000 and special project accounts of up to US\$500,000.
- Prepares the annual budget execution request, prepares forecasts and analysis of resource use rates.
 - Since DHS/ICE components are non-serviced agencies, accountability of funds are the incumbent's responsibility; therefore incumbent maintains detailed records of expenditures and liquidation documents.
- Independently initiates requests for object class realignment based on analyzed needs of DHS/ICE.
 - This coordination is made directly with HQ at Washington DC.
- Manages, researches, plans and prepares all requests for office and vehicular equipment, and all expendable supplies, including required maintenance.
- Coordinates and consolidates the development, formulation, execution and review of Attaché Budget.
 - Assignments include but not limited to operational/investigative and imprest funds to ensure proper utilization in accordance with the ICE service regulations and guidelines.
- Monitors and analyzes expenditures charged to DHS/ICE and others by the State Department via the Foreign Affairs Administrative Services (FAAS) agreement established by the American Embassy.

Management Advisory

- Analyzes, evaluates, and recommends procedures, methods and/or systems to improve the effectiveness and efficiency of administrative management program objectives.
 - Assignments include but are not limited to the following: Interpreting, explaining and advising the Attaché concerning DHS, State Department and local Embassy administrative directives
 - Implementing management policies and administrative procedures.
 - Advising the Attaché concerning the Records Management Control and Disposition Program and administers the same.
 - Provide administrative oversight of vetted investigative police unit.

Property Management

- Maintains property control records on non-expendable supplies and all equipment under the administrative control of DHS/HSI.
- Validates status of equipment and material on loan to host country law enforcement agencies and prepares immediate notification reports to HQ Washington in the event of observed loss or damage to capitalized and non-capitalized equipment.
- Maintains and controls the inventory of equipment and vehicles and ensures efficient use of all resources.
- Handles excess inventories by regulated disposal means, solves shortages as required, and determines needs for office equipment and prepares requests/justifications for procurement actions pursuant to regulations.

Manages Fleet Vehicle & Fleet Credit Cards

- Manages DHS/ICE fleet vehicles, including preventive and urgent maintenance, vehicles files, accident reports, and insurance.
- Responsible for keeping records of each fleet vehicle assigned credit card for repairs and maintenance.
- Programs regular maintenance; keeps vehicles file records, processes parking space payments as required.

ICASS

Serves as expert advisor to DHS/ICE in all matters pertaining to both ICASS services, ensuring proper billing before payment approval. Ensures all services contracted are delivered.

Advises U.S. officers of any discrepancies in billing and services received.

Reviews services required for each fiscal year, analyzing agency needs.

BPA Control Officer

- Incumbent serves as the control officer for all Blanket Purchase Agreements (BPA) signed by DHS/ICE.
- As control officer will correspond directly with the contractors, conduct on-site visits, hold meetings with the contractor, approve any technical data submitted by the contractor, provide direction to the contractor in technical matters, which are within the scope of the contract as written, or will not affect costs, period of performance, or other terms and conditions of the contract.
- Maintains a file documenting actions, correspondence, reports, billing statements, process payments according to the BPA, coordinate post decisions relating to the contract.
- Prepare final summary and evaluation statements for contract closeout.

Imprest Fund

- Manages the imprest fund of U.S. \$900.00.
- Processes bill payments according to post guidelines.
- Keeps files of the three different accounts use for the imprest fund, ensuring proper charging by funding and object class.
 - This funding includes DHS/ICE/HSI, DHS/ICE/HSI Vetted Unit, DHS/ICE/FCL.
- Processes reimbursement of imprest fund in accordance with post guidelines.
- Incumbent is custodial and responsible for the imprest fund assigned.

Office Space and US Officer's Residences

- Responsible for rent payments, repairs, programmed maintenance or urgent requests of DHS/ICE office installations and residences in Panama.

Personnel Management

- Serves as advisor and resource person for the Attaché, ensuring that personnel management responsibilities are carried out, regulations are adhered to and problems/issues are resolved by coordination either with Headquarters or the Embassy's local Personnel Office. Assignments include but are not limited to the following:
 - Provides guidance and assistance to newly assigned American employees, and their families regarding acclimation to their new post of duty.
 - Provides guidance and assistance for enrollment of American employee's children in local school systems, and arranges appropriate payment of school fees through the Embassy.
 - Coordinates home leave arrangements for American employees to include authorization cable requests and travel arrangements for employees and their immediate family.
 - Coordinates and arranges student travel for dependents of American employees who are pursuing baccalaureate degrees in the United States.
 - Analyzes funding authorizations with Headquarters and monitors the selection process. Assists employees in obtaining renewals of passports, visas.
 - Manages time and attendance for ICE and FSN personnel.

Logistics/Automated Data Processing (ADP)

- Facilitates and coordinates all logistical activities, assuring that a variety of administrative services are provided.
- Ensures adequate administrative services are provided to include printing and reproduction; internal mail systems; messenger services; travel and transportation; telecommunications; in accordance with State Department and Agency directives.
- Oversees the annual physical inventory of DHS/ICE property and equipment located in the DHS Offices and residences.
- Conducts periodic inventories of sensitive or special items or other property as deemed necessary.
- Monitors and evaluates effective and proper use of ADP Classified and/or unclassified word processing systems by employees.
- Monitors and evaluates local and General Services Administration sources of supply, ensuring compliance with Customs, Department of State, and General Services Administration regulations.
- Prepares travel requests for invitational travelers.
- Coordinates logistics of TDY personnel.
- Coordinates annual Self-Inspection Program.
- Maintains periodic local office server backups.
- Maintains service contracts and corresponding purchase orders for current fiscal year.

Intelligence/Investigative Activities

- Provides assistance to the Attaché and Assistant Attaché in the pursuit of investigations or inquiries.

Liaison Activities

- Responsible for a variety of liaison activities within and outside the immediate office setting.
- Coordinate logistics for meetings with Stakeholders.
- Organizes official/non official receptions and maintains contact with foreign government officials.

Physical/Document Security

- Maintains proper security levels for the office environment and for classified or restricted materials.
- Assists office personnel as document custodian or alternate for office.

2. COUNTRY CLEARANCE PROGRAM (10%)

- Assist Country Attaché with the country clearance program for all DHS/ICE/HSI arrivals, including maintenance of databases, SRS, schedules, plans and makes appointments, hotel arrangements, transportation and any other issues related to visitors.

3. MISCELLANEOUS FUNCTIONS (10%)

- Shares collateral duties with other FSN staff at DHS/ICE/HSI.
- Provides logistical support to FSN Investigators for any training, including acquisition of material, equipment, printing handouts, preparation of power point presentations.

15. Qualifications Required For Effective Performance**a. Education**

At least two years of College education.

b. Prior Work Experience

Three to five years of progressively responsible experience in office and administrative work is required.

c. Post Entry Training

Employee will be trained on emerging procedures, techniques and changing immigration regulations and host countries laws. Attend Seminars on Fraudulent Document Training techniques. Completion of self-study and guided study of the DHS Administrative Manual; on the job training, and completion of computer training with focus on spreadsheets, database management and word processing applications.

d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read)

Level III (Good working knowledge) in English and level II in Spanish is required.

e. Job Knowledge

1. Employee will be required to achieve a thorough knowledge of DHS and ICE Administrative Manuals, regulations, policy and directives.
2. Must have full knowledge of host countries contract administrative laws and procedures, migration laws and administrative structures.
3. Must acquire extensive knowledge of the procurement, budgeting and personnel policies and procedures of the Department of Homeland Security, and a thorough knowledge of the organizational structure and functions of operational and policy elements of DHS/ICE.

f. Skills and Abilities

Must have excellent skills and abilities to interact with local law enforcement agencies, excellent leadership skill in prioritising administrative issues, conducting meetings and presentations, review billing documents, writing reports, keeping and developing databases and spreadsheets. Must have very good knowledge of Microsoft Office Program Applications as excel, dbase, word, power point and other used at DHS office. A valid driver's license is required.

16. Position Elements**a. Supervision Received**

Work is performed under broad general policy guidance from the Country Attaché or Assistant Attaché. Incumbent must work independently and make decisions during the course of his/her work.

b. Supervision Exercised

None

c. Available Guidelines

DHS and ICE Administrative Manuals, host countries contracts and administrative laws and procedures, guidelines for Post ICASS, Federal Financial Management System, Consolidated Overseas Accountability Support Toolbox, Time and Attendance for FSNs, WebTA for ICE personnel, Ariba, Sunflower Asset Management System, Concur Government travel system, J.P. Morgan Chase Payment System and corresponding FAM regulations.

d. Exercise of Judgment

Develops and updates databases in accordance with Program needs. Writes reports. Plans and program expenses in accordance with DHS/HIS needs. Requests realignment of monies in accordance with requirements. Prepares Budgets projection for agency for each fiscal year, reviews and make recommendations based on previous year's expense analysis. Processes work orders requesting maintenance, services or equipment in accordance with office needs.

e. Authority to Make Commitments

Recommends U.S. officers participation in liaison meetings. Provides assistance / makes recommendations regarding DHS/HSI presentations to host country officials and private sector entities. Commits funding in accordance with the Agency's needs/requirements.

f. Nature, Level and Purpose of Contacts

Functions as primary contact for all administrative issues for DHS/HIS, attends meetings regarding administrative matters, representing agency. Establishes and maintains contacts with host countries law enforcement and government officials at the national, provincial and local levels, airport and airline managers, port authorities, export agencies, brokers and private sector providing services to DHS/HSI/.

g. Time Expected to Reach Full Performance Level

Six (6) to Twelve (12) months.